

CAREER OPPORTUNITY

Procurement Specialist

Are you interested in joining an organization that's passionate about helping Manitobans save energy, money, and the environment?

Efficiency Manitoba is our provincial Crown corporation focused on working with Manitobans to reduce electricity and natural gas consumption in homes, businesses, and communities across the province.

We're a dynamic, nimble, action-oriented, and transparent organization that fosters positive engagement, creativity, and diversity across our team and with those we work with.

We're currently recruiting for a full-time permanent position of **Procurement Specialist**.

POSITION OVERVIEW

Reporting to the Procurement Officer, this role provides direct support along with advice, guidance, and recommendations to the Efficiency Manitoba team on a variety of procurement activities.

The incumbent confidently provides functional procurement support for the organization, managing the timely and efficient sourcing of a variety of services, goods, materials, and equipment of varying value, complexity, and risk. In carrying out the role, the incumbent builds relationships while identifying and collaborating to implement continuous improvement opportunities designed to consolidate and streamline procurement activities and achieve best value for Manitobans.

RESPONSIBILITIES

- Collaborate across the EM to facilitate the identification and articulation of requirements leading to the creation and execution of fully integrated long-term and short-term sourcing strategies around best cost, quality, and delivery for EM.
- Support the annual procurement plan, ensuring appropriate allocation of time and prioritization while balancing requirements in support of program objectives.
- Provide expertise and hands on support to supplier sourcing, evaluation, negotiations, and selection.

- Identify the best negotiation strategies to respond to the needs of the team with the goal of ensuring value for money and optimizing collaboration with suppliers.
- Support EM team members in conducting supplier performance reviews and ensure expectations are being met.
- Prepare all related documents required for a tender or contract.
- Work with EM team members to resolve contract management issues that may arise.
- Provide support to the EM team in effectively managing to contract terms on a day-to-day basis while supporting the team and participating directly to prevent and/or intervene on escalated issues when necessary.
- Provide coaching, input, and recommend solutions/approaches to help the EM team navigate procurement needs and any challenges that may arise.
- Provide a strong level of internal service to all team members.
- Identify and support opportunities to influence and initiate steps to implement coordinated procurement activities between program teams.
- Develop and maintain a document library for current and past contracts, and all associated templates including updates as and when required.
- Build capacity of the EM team on EM's Procurement processes such that there is a consistent understanding and fulfillment of roles and responsibilities across the organization.
- Undertake necessary research and analysis to accurately and succinctly prepare briefing materials, correspondence, and deliver presentations at varying levels across the organization on a variety of issues.
- Seek ways to streamline, automate and simplify processes within the organization to optimize time and resources for the team.

REQUIREMENTS

- Bachelor of Commerce Degree (Hons.) with a focus in Supply Chain Management, plus a minimum two (2) years of experience directly related to the position responsibilities and requirements.

OR

- An equivalent combination of education and directly related experience may be considered.
- Proven ability to organize and manage various concurrent work assignments while meeting deadlines and commitments.
- Demonstrated high degree of initiative, motivation, and sound judgement to handle complex procurement assignments, provide expertise, identify opportunities for improvement and resolve challenges.

- Demonstrated diplomacy and tact with proven capability to work effectively in a team environment and communicate with all levels of internal and external stakeholders.
- Proficient in Microsoft office suite including Word, Excel, Power Point, Teams, and SharePoint.
- Proficient knowledge of relevant legislation is considered a definite asset.
- Demonstrated project management skills is considered a definite asset.
- Adaptable team player with a high degree of initiative.
- Ability to multi-task and deliver results in a deadline-oriented environment.

We're proud to offer and foster a supportive and team-oriented work environment. We offer a competitive compensation package, which includes a defined-benefit pension plan and access to a comprehensive health benefits plan. We provide the opportunity for virtual work arrangements, and have a nine-day work cycle which normally results in every other Monday off.

The starting salary for this position will be commensurate with qualifications and experience. The salary range for this position is \$63,141.63 to \$87,369.02 annually.

At Efficiency Manitoba, we're committed to creating and maintaining a safe, equitable, and inclusive work environment. Women, Indigenous peoples, persons with a disability, and members of visible minorities are encouraged to self-declare in their application. Reasonable accommodations are available to applicants who may experience a barrier arising from a protected characteristic(s) identified in The Manitoba Human Rights Code. Please let us know if you require accommodations during the recruitment process.

We encourage interested candidates to apply by emailing their application including their qualifications and relevant experience to careers@efficiencyMB.ca no later than **Thursday, November 23, 2023**. Please reference the position title in the subject line of your email.

We thank all candidates who apply, however, only those selected for an interview will be contacted.

For more information on Efficiency Manitoba, candidates are encouraged to visit our website at efficiencyMB.ca.